

G.A.T.S. v.4

Gradebook and Attendance Tracking System



Teacher's Manual





GATS Teacher Manual

Published by:

The Office of Instructional Technology Services
San Antonio ISD
406 Barrera St.
San Antonio, Texas 78210

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Beginning Basics

Opening Internet Explorer

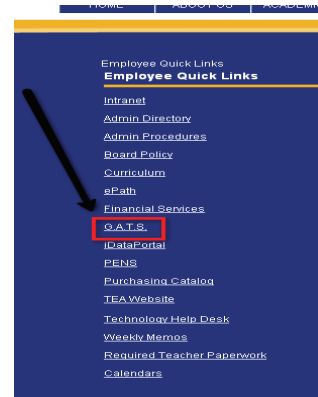
- Start the Internet Explorer Program by clicking on the Internet Explorer Icon from the Desktop
- This icon can also be found by clicking on the Start menu and choosing Internet Explorer from the list of programs
- **Turn off Pop-Up Blockers (Page 7)**



Internet Explorer

Accessing the GATS Web Page

- From the SAISD homepage, <http://www.saisd.net>, locate Employee Quick Links on the left hand side of the screen
- Click on G.A.T.S.
- Or go to <http://itls.saisd.net>



On the GATS web page you will have access to

- Instructions on “How to disable pop-up blocker”
- Grade Reporting Times
- Training Resources
- Latest Updates



To log in Click on BLUE GATS above!

How do I disable my pop-up blocker? [Click here to find out.](#)

[Click here to view GATS v4 - Timelines, Manuals, and Tutorials](#)



Beginning Basics

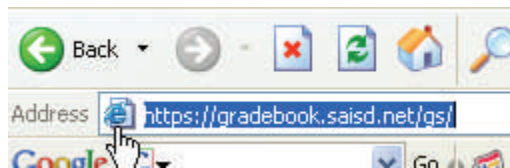
Creating A Bookmark to the Login Page

- From the login page, click on the Favorites Link located on the tool bar of Internet Explorer.
- Select **Add to Favorites**.



Adding a Short-Cut to the Desktop to the Login Page

- From the login page, locate the Address Bar and click on the web page Address.
- Click on the Internet Explorer icon located next to the Address of the web page and holding down the left mouse button, drag the address and the icon to the desktop.



- This will create an Internet Explorer icon on the desktop that will take the user directly to the login page.





Beginning Basics

Log On to Gradespeed

- From the Sign In to GradeSpeed.Net screen, click on Teacher.
- Select your campus from the drop-down list

Sign In to GradeSpeed.NET Help

School

Teacher

Password

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Sign In to GradeSpeed.NET Help

Teacher

Substitute

Administrator

Parent

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- Enter your username and password provided by the District
- The first time you login, you will be prompted to change and confirm your password.
- The password MUST conform to the District requirements. (see page 8)
- Click OK or Sign In

Sign In to GradeSpeed.NET Help

Please set a new password for your GradeSpeed account.

Password

Confirm

Password must be at least 6 characters.

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Forgot Your Password?

- If you enter an invalid password when logging in, you will be given the opportunity to recover your password by clicking “Forgot your password?”
- Your password will be emailed to you, or you may be prompted to create a new password.
- The password MUST conform to the District requirements.

Sign In to GradeSpeed.NET Help

School

Teacher

Password

Invalid Password

Forgot your password?

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Pop-Up Blockers

Computers that have Internet Pop-up Blockers installed will prevent the Gradespeed program from running on the computer. An Internet pop-up blocker must be **disabled** prior to using the system, otherwise, the Internet will shut down each time the user tries to login to the system. If you are not familiar with turning off pop-up blockers, refer to the Pop-Up Blocker link located on the GATS webpage or contact the SAISD Helpdesk at 281-9090.



Beginning Basics

Password Requirements

- Passwords **MUST**:
 - Be at least 6 characters. (it may be more than 6 if desired)
 - Contain at least 1 number (it may contain more if desired)
 - Contain at least 1 lower case letter (it may contain more if desired)
 - Contain at least 1 upper case letter (it may contain more if desired)Example: Train001
Example: luNch1222
- Users will be asked to enter the new password and then confirm the new password. You must type your new password in each space and follow the rules listed above for the password to be accepted.

****Users will be automatically required to reset password every 90 days!**

Voluntary Password Changes by Teachers

Teachers wishing to change their passwords at times other than the required 90 day intervals, may do so manually once logged into the gradebook.

Period 7 ID: 1700 Session: 1 Period: 7 Group: 7	Class: Period 7
Teacher: Abett Alf	Student
School: Training Elementary	Abrahamsson, Alfreda
	Arviragus, Cordella
	Asandwich, Bryshaun
	Banazir, Aragorn

- Click on your name on the left side of the page
- The Teacher Preferences window will open
- Click on Change Password link located on the bottom of the screen
- Enter and confirm your new password

Minimum passing grade: 70
Semester Exam Weight: 14.27
Maximum Retake Grade: 90 %
Retake Behavior: Highest
Startup Page: Gradebook
[Change Password](#)
[Create Custom Fields](#)
OK Cancel Apply

Lock Gradebook

Teachers who wish to remain logged into their gradebooks, yet walk away without the danger of student's altering grades should utilize the Lock Gradebook icon.

When teachers click this icon, it will lock the gradebook, requiring the teacher to enter their correct password to resume using the gradebook.



Multiple Teaching Assignments

Teachers who are teaching at multiple campuses can easily change campuses by simply clicking on Switch Schools.



Beginning Basics

Main Menu—Gradebook Roster Overview

Gradebook Management Icons

Course Listings

Absences this cycle—Tardies this cycle

Student's current average

Class Roster

Change Cycles

Course Information and Teacher Name

Note that the courses and students are already entered. This information comes over from the District's **student management system (SMS—ITCCS)**. Any changes to this data must be entered by the campus data clerk in the **SMS** first, then it gets imported overnight into GradeSpeed.

The rosters are **not** available for editing by a teacher. Roster and schedule uploads will be done by the campus and district system administrators as needed—Teachers don't have to do anything to update the student and course info in the gradebook.

- Active and new students will appear in alphabetical order
- Withdrawn or dropped students will appear at the **bottom** of the student list.
- Dropped students will be marked with a "(D)" next to their names
- Withdrawn students will be marked with a "(W)"



Gradebook Management Icons



Categories icon—used to manage categories and weights for assignments as well as determine how grades are averaged, dropped, or color-coded.



Assignments icon—used to create new assignments or edit existing assignments.



Grades icon— used to return to the main gradebook page.



Progress Report icon—used to create and print progress reports.



Reports icon—used to print various teacher reports. (missing assignments reports, class rosters, grade lists, etc.)



Cumulative Grades icon—used to view cycle, semester, and overall grades.



Attendance icon—used to enter the Attendance Reporting module.



Seating Chart icon—used to access the seating chart that allows you to manage the classroom and/or take attendance.



Verify Gradebook icon—used to review and “Verify” the gradebooks at the end of each grading period.



These features not available.

Class: ▼

Class drop-down list—used to switch between classes.

☐ Enter Moves Down

If checked, causes the cursor to move down to the next row when entering grades. If not checked, cursor moves to the next column.

☒ All Assignments

Used to switch between displaying all assignments at once or allowing you to scroll through multiple pages.

Used to save or discard changes. Must Update to record any grades entered.

Cycle: ▼

Used to change between grading cycles.

[Switch Schools](#)



Lock

Use Lock to secure your gradebook.

Use Switch Schools if assigned to more than one campus.



Setting up the Gradebook

Managing the Gradebook

Gradebook setup

- is required one time **ONLY** at the beginning of the school year.
- Teachers may change setup options can be changed at the beginning of a grading cycle **ONLY**. Changes done after grades are entered may cause the grades not to calculate correctly. Any changes to the gradebook setup need to be completed prior to entering grades into the gradebook for the grading cycle.

Gradebook setup includes the following options:

1. Teacher Gradebook Preferences (may be done at anytime or repeatedly)
2. Course Maintenance (must be **completed prior** to entering assignments or grades)
3. Category Designations (must be **completed prior** to entering assignments or grades—Categories are created at the District level)
4. Accessing Student Demographic Information within Gradespeed (may be done at anytime or repeatedly)
5. Creating Class Rosters for Emergency Situations using GradeSpeed or iData Portal (may be done at anytime or repeatedly)

Teacher Preferences

Each teacher is unique in how they prefer for student data to appear on the gradebook. To modify your Teacher Preferences, click on your name located on the left side of the screen.

A “View” drop-down list allows you to switch between user information (**User Profile**) and student information (**Student Profile**).

Under the User Profile you can:

- Enter your email address and conference period
- Set a Maximum RETAKE Grade
 - This limits the score a student can receive on a retake
- Select a Retake Behavior
 - This determines how the system will calculate retake grades (Highest, Average, or Average of 2 Highest)
- Set the gradebook Startup Page to Gradebook, Attendance, or Seating Chart

Retake Behavior:	Average of 2 highest ▼
Startup Page:	Highest Average Average of 2 highest

Startup Page:	Gradebook ▼
	Gradebook Attendance Grade by Student



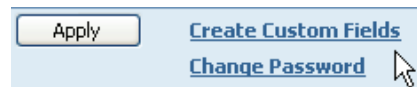
Setting up the Gradebook

- **Change you password**

Allows you to change your password at any time.

- **Create Custom Fields**

The custom fields feature allows you to store information you gather about your students throughout the year. For example, at the beginning of the year, you may want to keep track of the various forms students must return signed, text-book numbers for books issued to students, parent cell phone numbers, or a student's shirt size, etc. You can store all this information in your gradebook by creating a custom field for each item.



To Create Custom fields

- Click on your name from the **Grades** Screen
- Click on **Create Custom Fields**
- You will be able to create three types of fields:
 1. Text fields TXT- allow you to enter both alpha and numeric data
 2. Check fields CHK - allows a check mark to appear in the box selected
 3. Drop-down list (DDL) allows you to enter a range of values that you will be able to select from. You **MUST** enter a comma after each value except the last one. Ex. Small, Medium, Large
- Enter the Name of the field
- Select the Field Type from the drop-down list
- Enter a Value **ONLY** if creating a **DDL** Field
- Click Add Field
- Click Return then Click the Grades icon to return to Roster screen

Fields can be added at any time throughout the year.

ID	Name	Type	Values	Edit	Delete
		Textbox			Add Field

- **To enter data in the appropriate fields**

Click on **Student List** located on the bottom left side of screen

The fields created will appear on the left side of the screen.

Select the fields needed and click the **Refresh** button. The fields selected will now appear in the window.

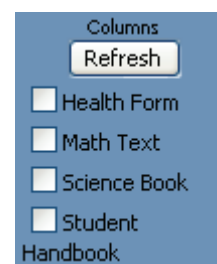
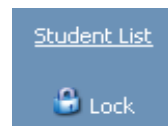
Enter the data. Remember—Click **UPDATE** to store the data.

To hide the fields, remove the check and click Refresh. The data will NOT be deleted. The columns are just hidden.

- **To Print selected data**

Click the **Print** button. A PDF file will be generated.

Click on File and select Print.





Setting up the Gradebook

You can **sort** this data by clicking on ID, Last, First, Grade, or Birth Date. If you notice the students are NOT listed in Alpha order by last name, simply click on Last and the data will be resorted.

ID	Last	First	Grade	Birth Date				Health Form	Math Text	Student Handbook	Transportation
200358	Bierstine	Doris	04	06/17/1996	[Profile]	[Grades]	[Schedule]	<input checked="" type="checkbox"/>	56789	<input checked="" type="checkbox"/>	walk <input type="button" value="v"/>
200060	Carbonneau	Harold	04	10/06/1995	[Profile]	[Grades]	[Schedule]	<input checked="" type="checkbox"/>	34567	<input checked="" type="checkbox"/>	ASP <input type="button" value="v"/>
200942	Carlisle	Neil	04	01/02/1996	[Profile]	[Grades]	[Schedule]	<input checked="" type="checkbox"/>	87654	<input type="checkbox"/>	bus <input type="button" value="v"/>

Display Student Fields

You can modify the student information that is displayed in the **gradebook**, **attendance** screen, and seating chart by changing the **view** on the **Teacher Preferences** window from “User Profile” to “**Display Student Fields**.”

Return Teacher Preferences View: Display Student Fields

Display Student Fields
Please select the fields you would like to display for a student in the mode selected below.

Mode: Gradebook

☒ Student Name (Full)
☐ Student Name (Short)
☒ Student ID
☐ Grade Level
☐ Student Characteristics
☐ Sub-School
☐ Hide Inactive Students.

Student fields indicate what items you want to appear on the main screens. By using the Mode drop down menu, you can set the fields for the main **Gradebook**, **Attendance**, or **Seating Chart** pages.

1. Select the student information that will be displayed by using the check box on the left.
2. Indicate the order in which the information will appear by selecting the field and using the “Move Up” and “Move Down” buttons.
3. Click Apply.
4. Click OK

http://



Setting up the Gradebook

Managing Courses

Course Maintenance options allows for the following functionality:

- Rename a course within the Gradebook
- Group classes

READ GR 3
ID: 1003
Section: 1
Period: 2
Group: 2

To access the *Course Maintenance* screen, click on the course title located on the left side of the screen.

The Course Maintenance screen will appear.

The purpose of grouping classes is to allow teachers to choose if classes are to receive the same assignments within the gradebook.

The assignment created would appear under each class with same group number. This would keep teachers from having to create the same assignment multiple times. This affects secondary more than elementary teachers. For example, if a teacher teaches a Pre-Algebra and an Algebra class, and students complete the same assignments, then the Pre-Algebra section and the Algebra section would be assigned the same group number. The teacher creates an assignment one time and is given the option to include this assignment in both sections.

GATS will automatically group courses with similar course names. For example, a teacher teaching 4 Algebra sections does not have to group the 4 sections with the same group number. The system does this automatically.

1. Click Edit
2. To rename a class for clarity in the gradebook click in the Alt. Class Name box and enter the name you want to appear.
3. To group “like” classes together enter the same group number for each class.
4. To save changes, click “OK”.

Group By Period—Secondary ONLY

In order for classes to be grouped by Period, a campus Administrator or GATS Contact must be notified. The administrator will select the Group by Period option from the GATS Admin screen and notify the District’s GATS Coordinator that this has occurred. The District GATS coordinator will reset the gradebook for the teacher (s). Any data in the gradebook will be deleted. **Grouping classes by period should be done at the beginning of the school year.**



Setting up the Gradebook

Gradebook Categories

Categories are used to identify how the grades are to be calculated once they are entered by the teacher. Categories are directly linked to **all** assignments and grades entered into the gradebook. SAISD has developed an **Administrative Procedure for Student Grading (E20/E20A)**. This procedure outlines grading components and grade weighting.

Grading Categories

All students in grades 1-12 shall be assessed on the following two **FIXED** categories to determine a student's grades:

- **Assessment Performance Measures:** May include but are not limited to: exams, to include semester exams, recitations, teacher-made tests, quizzes, interim assessments, projects and other grade level acceptable measures.
- **Assignment Measures:** May include but are not limited to, projects, journals, research, class participation, and other instructional activities related to the content area.

Any additional grading categories **REQUIRE** the following approval by **September 1** of each school year as outlined in Grading Procedure E20/E20A.

1. The grade level or department that is requesting any additional categories **MUST** complete the Request to Change Grading Categories or Grade Weighting (Form E20A).
2. Convene a Campus Leadership Team (CLT) or grade level or department meeting (whichever is appropriate).
3. Ensure that the decision is reached by **CONSENSUS** and that all affected teachers will adhere to the requested change.
4. Maintain minutes/notes at the campus indicating how the decision was reached.
5. The Campus Leadership Team, grade level, or department will submit the Request to Change Grading Categories or Grade Weighting (Form E20A) to the campus administrator.
6. The campus administrator may approve or deny the request. If approved, the campus administrator submits an electronic form to the Policy, Procedures, and Public Information Office in the Human Resources Department to execute the requested change.
7. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.)



Gradebook Categories

Grades PreK-Kindergarten

There will be **NO** grade weighting in grades Pre-Kindergarten and Kindergarten. (Refer to page 23)

Grades 1- 5 Grade Weighting

Grade weighting is NOT required for students in grades 1-5. All grades carry the same weight. A campus and/or grade level may choose to weigh student's grades and use the district-wide Fixed Categories and Percents. In order for a campus or grade level to weight the assessment performance and/or assignment performance measure of the students, the following guidelines must be met by September 1 of each school year:

1. Convene a Campus Leadership Team (CLT) or grade level meeting.
2. The grade level or department that is requesting any additional categories **MUST** complete the Request to Change Grading Categories or Grade Weighting (Form E20A).
3. Convene a Campus Leadership Team (CLT) or grade level or department meeting (whichever is appropriate).
4. Ensure that the decision is reached by **CONSENSUS** and that all affected teachers will adhere to the requested change.
5. Maintain minutes/notes at the campus indicating how the decision was reached.
6. The Campus Leadership Team, grade level, or department will submit the Request to Change Grading Categories or Grade Weighting (Form E20A) to the campus administrator.
7. The campus administrator may approve or deny the request. If approved, the campus administrator submits an electronic form to the Policy, Procedures, and Public Information Office in the Human Resources Department to execute the requested change.
8. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.)

Grades 6-12 Grade Weighting

The District grading system is on a 100% scale as weighted below:

Assessment Performance: Fixed 40%

Assignment Performance: Fixed 60%

In grades 6-12, the district-wide **FIXED** Assessment Performance measure shall constitute **40%** of the student's nine-week grade and the **Fixed** Assignment Performance measure shall constitute **60%** of the student's nine-week grade. If a campus, grade level or department wishes to change the weights of the Assessment performance measures and Assignment measures, the following guidelines must be met by September 1 of each school year:



Gradebook Categories

1. Convene a Campus Leadership Team (CLT) or grade level meeting.
2. The grade level or department that is requesting any additional categories **MUST** complete the Request to Change Grading Categories or Grade Weighting (Form E20A).
3. Convene a Campus Leadership Team (CLT) or grade level or department meeting (whichever is appropriate).
4. Ensure that the decision is reached by **CONSENSUS** and that all affected teachers will adhere to the requested change.
5. Maintain minutes/notes at the campus indicating how the decision was reached.
6. The Campus Leadership Team, grade level, or department will submit the Request to Change Grading Categories or Grade Weighting (Form E20A) to the campus administrator.
7. The campus administrator may approve or deny the request. If approved, the campus administrator submits an electronic form to the Policy, Procedures, and Public Information Office in the Human Resources Department to execute the requested change.
8. The campus administrator and teachers are responsible to inform all parents and students of the grading criteria (category, weight, etc.)

The campus, grade level or department must communicate any changes to the 40-60 weight to parents and students in a timely manner.

Category Options

There are two calculation methods available in the gradebook:

1. Percentage Calculations
2. Multiple Calculations (**straight average—recommended for grades 1-5**)



Other options that are available through the Category Menu include:

- Student Advantage
- Dropping of Grades (no more than 3 can be dropped per grading cycle)
- Total Points Logic
- Spanish Category Names
- Select a color for the category from a drop-down list



Gradebook Categories

Percentage Calculations (Secondary Schools)

Percent Categories

1. The Percent Method of Weighting Grades is Fixed at Percent
2. Categories preset by the District
Assessment Performance—40%
Assignment Performance—60%
3. Identify the Number of Grades to Drop. If no grades are to be dropped or not sure yet, type 0 in the box. **Note:** It is recommended that you select the number of grades to drop from each category as you get close to the **end of the cycle**.
4. Click the **Update** button anytime changes are made.

The screenshot shows the 'Gradebook Categories' maintenance window. At the top, the 'Class' dropdown is set to 'US GOVT AP (1443/1) Pd 1'. There are 'Update', 'Cancel', and 'Spell Check' buttons. Below this is a table with columns: 'Category', 'Color', 'Weight', '# to Drop', and 'Delete!'. The table contains two rows: 'Assessment Performance' with a weight of 40 and 'Assignment Performance' with a weight of 60. Below the table, there is a 'Total: 100' label. At the bottom, there are several settings: 'Hide Spanish Category Names' (Yes), 'Method of weighting grades' (Percent), 'Maximum grades to drop for each student' (0), 'Students Advantage' (Yes), 'Make category properties identical for all classes in this group' (Yes), and 'Total Points Logic' (No). Numbered callouts point to various elements: 1 points to the 'Method of weighting grades' dropdown, 2 points to the 'Category' column header, 3 points to the 'Weight' column, 4 points to the '# to Drop' column, 6 points to the 'Delete!' column, and 7 points to the 'Total: 100' label.

	Category	Color	Weight	# to Drop	Delete!
1.	Assessment Performance	None	40	0	<input type="checkbox"/>
2.	Assignment Performance	Red	60	0	<input type="checkbox"/>
3.				0	<input type="checkbox"/>
4.				0	<input type="checkbox"/>
5.		None		0	<input type="checkbox"/>
6.		None			
7.					
8.					
9.					

Total: 100

Hide Spanish Category Names: Yes
Maximum grades to drop for each student: 0
Make category properties identical for all classes in this group: Yes

Method of weighting grades: Percent
Students Advantage: Yes
Total Points Logic: No

How will the gradebook calculate percentage categories?

1. The gradebook will create an average for each category. For example, if 12 assignments are given, each assignment grade will be added together and divided by 12. Thus, creating an average for Assignment Performance.
2. Once the category average is calculated, the gradebook will multiply the category average with the percentage weight defined in the category maintenance window. Thus, creating a total number of points for that category.



Gradebook Categories

3. The same process will be followed for all categories.
4. Point totals from the 2 categories listed above will be added together, creating an overall grade for the student.

Therefore, a calculation of grades would look similar to the example below:

Category	Average Calculation	Category Average	Percentage Weight	Percentage Calculation	Total Points Earned for the Category
Assessment Performance	328/4	82%	40%	82 x .40	32.8
Assignment Performance	1045/12	87%	60%	87 x .60	52.2
				Overall Grade (sum of total points earned per category)	85

Student Advantage—Yes or No

If Student Advantage is set to yes, the system searches through the gradebook and identifies the grade that will reduce the **overall average the most and automatically drop that grade**. Teachers do not need to specify the category from which to drop a grade. The gradebook will automatically identify the grade that hurts the student the most and it will drop that grade.

This feature will not become active until the user identifies the maximum number of grades to drop. Therefore, when using Student Advantage, **the teacher can choose up to 3 grades to drop, without having to identify the type of grade to drop or the specific category**. This option is **ONLY** suggested if teachers do not have a preference as to the type of grade that is dropped.

If a teacher does **NOT** want a grade dropped from a particular category, such as test grades, **DO NOT use this option.**

1. From the Category Maintenance Menu, set Student Advantage to “Yes” .
2. Select the maximum number of grades to drop from the “drop down menu provided”.
3. Click Update.
4. Click OK.

Hide Spanish Category Names: Yes ▾ Method of weighting grades: Percent ▾

Maximum grades to drop for each student: 0 ▾ Students Advantage: Yes ▾

Make category properties identical for all classes in this group: Yes ▾ Total Points Logic: No ▾



Dropping Grades

Teachers who want to drop grades from the gradebook, should use this option. This option allows teachers to specify within the category menu which categories to drop grades from and how many grades to drop. **The maximum number of grades that can be dropped are three (3).** The gradebook will drop the **lowest** grade from that category to calculate the average.

1. From the Category Maintenance screen, enter the number of grades to drop for the category. Click **Update**.
2. Select the **Maximum number of grades to drop for each student** from the drop down menu. Click **Update**

NOTE:

The **Maximum Number of Grades SHOULD be selected toward the END of the grading cycle.** This allows for the true average to be calculated and reflected in the gradebook. At the end of the grading cycle teachers can have the grades dropped.

If a teacher enters the number of grades to drop when the gradebook is first set up, the first assignment grade entered will be dropped because it would be the lowest grade, even if it is the only grade.

The grade that is dropped from the gradebook will change if a lower grade is entered at a later time. This is an active option that changes as grades are entered into the gradebook if this option is set at the beginning of each cycle.

This option may be used by all teachers. The type of calculation (percentage or multiple) is not affected by dropping grades in this fashion.

	Category	Color	Weight	# to Drop	Delete
1.	Assessment Performance	Red	1	1	<input type="checkbox"/>
2.	Assignment Performance	Blue	1	1	<input type="checkbox"/>
3.		None			
4.					
5.					

Total: 2

Hide Spanish Category Names: Yes ☐ Method of weighting grades: Multiple ☐

Maximum grades to drop for each student: 2 ☐ Students Advantage: No ☐

Make category properties identical for all classes in this group: Yes ☐ Total Points Logic: No ☐



Total Points Logic

The Total Points Logic option is created for teachers who desire to see **raw score points** for assignments with “possible points” values other than 100.

Teachers DO NOT need to choose this option simply because they give assignments based on RAW scores. This option allows for the raw score total to **always be visible**.

Teachers are able to set the number of points that can be earned on an assignment when the assignment is created. This does not affect that portion.

The Total Points Logic option should NOT be toggled on and off while grades are being recorded, as it can result in incorrect grade entries and/or averages.

Spanish Category Names

Teachers are able to print progress reports in Spanish. The Spanish translations are **ONLY** present for items that **already exist in the gradebook**. Therefore, entries made by the teacher must be made in Spanish in order for category names to appear in Spanish.

1. From the Category Maintenance Menu, select **No** from the **Hide Spanish Category Name** box
2. In the space provided, type the Spanish translations of the category names.
3. Once complete, click **Update**

Class: GEOM (1221/1) Pd 1 [Update] [Cancel] [Spell Check]

	Category	Spanish Name	Color	Weight	# to Drop	Delete
1.	Assignment Performance	Tarea	Red	1	0	<input type="checkbox"/>
2.	Assessment Performance	Exámenes	Blue	1	0	<input type="checkbox"/>
3.			None			
4.						

Total: 2

Hide Spanish Category Names: No [v] Method of weighting grades: Multiple [v]
Maximum grades to drop for each student: 2 [v] Students Advantage: No [v]
Make category properties identical for all classes in this group: Yes [v] Total Points Logic: No [v]



Multiple Calculations (Grades 1-5)

Multiple calculations are used for straight average calculations. This method allows all grades to be added together and then divided by the total number of assignments.

Multiple Categories

1. **Multiple** as Method of Weighing grades is preset at the District level.
2. Categories preset by the District
Assessment Performance
Assignment Performance
3. The **weight for the category will be 1**. The weight of 1 indicates that each assignment within that category will be calculated one time in the gradebook.
4. Identify the Number of Grades to Drop. If no grades are to be dropped, type 0 in the box. (Refer to page 20—Dropping Grades)
5. Click the Update button.

The screenshot shows a configuration form for 'Multiple Categories'. It includes a table with columns: Category, Color, Weight, # to Drop, and Deleted. Below the table is a 'Total' row showing '2'. At the bottom are several settings: 'Hide Spanish Category Names' (Yes), 'Method of weighting grades' (Multiple), 'Maximum grades to drop for each student' (0), 'Students Advantage' (No), 'Make category properties identical for all classes in this group' (Yes), and 'Total Points Logic' (No). Numbered arrows point to the following elements:

- 1: Deleted checkbox for the first category.
- 2: Second category row (Assignment Performance).
- 3: Weight field for the second category.
- 4: # to Drop field for the second category.
- 5: Method of weighting grades dropdown.

	Category	Color	Weight	# to Drop	Deleted
1.	Assessment Performance	Red	1	0	<input type="checkbox"/>
2.	Assignment Performance	Blue	1	0	<input type="checkbox"/>
3.		None			
4.					
5.					
6.					
7.					
8.					
9.					
Total:			2		

Hide Spanish Category Names: Yes ☐ Method of weighting grades: Multiple ☐

Maximum grades to drop for each student: 0 ☐ Students Advantage: No ☐

Make category properties identical for all classes in this group: Yes ☐ Total Points Logic: No ☐

How will the gradebook calculate a Multiple Category Grade?

- The gradebook will add up all the assignment grades.
- The total of the grades will be divided by the total number of assignments.



Managing Assignments

Number of Grades

As outlined in the Administrative Procedure E20 on Student Grading, the number of grades per grading period are as follows:

Grades Pre-Kindergarten—K

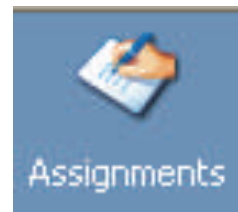
Teachers will follow developmentally appropriate practices to record student progress during the course of a nine-week grading period.

Grades 1-12

1. Teachers will record **no less than 15 grades per grading period per subject area**. The 15 grades will be distributed throughout the nine-week grading period **with no fewer than 1-2 grades per week per subject area**. The number of grades required for credit recovery will vary depending on the length of assignment to the class.
2. **Elementary school non-core** specialty teachers **will record no less than 6 grades** per grading period.
3. The **Elementary Fine Arts** grades will be derived from the **music grade only**. The classroom teacher will incorporate the theatre arts and art grades into other content areas as appropriate.
4. Students are allowed to make-up work after an absence, whether the absence is excused or unexcused within the following time frame:
 - A student is allowed two instructional days for each day missed with a maximum of six (6) days during which make-up work may be completed or to schedule a make-up assessment.
 - An extension of this time may be granted for a prolonged absence, if, in the opinion of his/her teacher (s) and with approval of the principal, an individual student's request or case warrants an extension.

Creating Assignments

From the roster screen, click on the assignments icon (This icon will be grayed out, if the **categories** have NOT been created. Categories must be created before assignments can be added to the gradebook.) The **FIRST** time you create an assignment for any course you will be taken directly to the assignment creation page.





Grade Reporting

Creating Assignments

Steps for entering assignments on the assignment creation page:

1. In the assignment maintenance window, type the name of the assignment.
2. Enter the number of possible points a student can earn on this assignment.
3. Select the Type of Grade (**Normal Grade** is the default and used for ALL assignments unless the assignment is extra credit—see page 26).
4. Select the Category for the assignment.
5. A description of the assignment can be entered, however, this is not visible or printable from any other portion of the gradebook.
6. Select an Assigned date for the assignment from the calendar. By entering the correct date of the assignment, the system will allow you to see which students were Absent and/or Tardy on the day it was assigned.
7. Select a Due date for the assignment from the second calendar.
8. Click on the **Add** button. A blank assignment maintenance window will appear.
9. Click **Finished** to begin adding grades to the assignment or repeat the above steps to enter additional assignments.

Always click Add before clicking on Finished. The Finished button does **not** add the assignment to the gradebook.

The screenshot shows the 'Assignment Maintenance' window. At the top, there is a 'Class:' dropdown menu set to 'GEOM (1221/1) Pd 1'. To the right are three buttons: 'Add' (labeled 8), 'Finished' (labeled 9), and 'Spell Check'. Below these is a tabbed interface with 'Assignment' selected. The 'Assignment' tab has a text field (labeled 1) and a 'Spanish Name' field. The 'Assigned:' field (labeled 6) shows '6/14/2007' with a calendar icon, and the 'Due:' field (labeled 7) shows '6/15/2007' with a calendar icon. The 'Points Possible:' field (labeled 2) is set to '100'. The 'Multiplier:' field is set to '1'. The 'Type:' dropdown (labeled 3) is set to 'Normal Grade'. The 'Category:' dropdown (labeled 4) is set to 'Assessments'. The 'Reporting Category' dropdown is set to 'None'. The 'Description:' field (labeled 5) is empty. On the right side, there is a section for 'No expectations selected.' with an 'Objectives' button.

Default Grade

Default
Grade:
99

A default grade can be entered for each student if you expect all or most of the students to earn the same grade. Simply create the assignment and enter the default grade in the box on the left side of the page. The grade will automatically appear for each student when you return to the gradebook. If the grade needs to be deleted or changed for a student, highlight the grade, press the delete key, to delete the grade and/or enter the new grade and **Update** the entry.



Grade Reporting

Creating Additional Assignments

When you select **Assignments** AFTER the first assignment has been created, you will view an assignment list.

Assigned	Due	Assignment	Category	[Edit]	[Grade]
Aug-21	Aug-21	Lines Activity	Classwork/Homework	[Edit]	[Grade]
Aug-21	Aug-21	Lines Exam	Assessments	[Edit]	[Grade]

To add another assignment, click **Add New** and follow steps outlined on the previous page.

To edit an assignment, click the **Edit** button, make changes, and click **Update**.

Creating Assignments for Different Courses

Classes that are not grouped together, require that teachers enter the assignment names for those courses.

1. Select the Course from the Class Drop Down List
2. The correct course title will appear on the left of the screen.
3. Click on the Assignment Icon to add assignments for the new course.
4. Follow the steps for adding assignments outlined on the previous page.

adeSpeed™

Categories Assignments Grades Progress Reports Reports Cumulative Grades Seating Chart Verify Gradebook Lesson Plans Discipline

Class: FOOTBALL (1) (1931/1) Pd 4

FOOTBALL (1)
ID: 1931
Section: 1
Period: 4
Group: 3

Spanish Name

Assigned: 6/14/2007 Due: 6/15/2007

Assignment Maintenance

No expectations sel

Objectives



Grade Reporting

Types of Grades

Within the Assignment Maintenance Menu, there are “types” of grades listed. These include Normal Grades, Extra Credit (applied to average), Extra Credit (applied to Category), and Semester Exam.

Normal Grades

Normal grades are defined as any assignment the user wishes to be averaged into the overall nine week average. Normal grades include anything from daily assignments, tests, quizzes, and extra assignments used to provide students with additional opportunities to increase their overall averages. This type of grade will be averaged into the overall nine week average according to the rules set up by the teacher in the Categories Menu.

Type:	Normal Grade
Category:	Normal Grade
Reporting Category:	Extra Credit (Applied to Average)
	Extra Credit (Applied to Category)
	Semester Exam

Extra Credit (Grade Type Applied to Average)

The Extra Credit (applied to overall average) is a type of grade which allows the user to add or remove a specified number of **points** to an **overall nine weeks average**. The user creates this assignment according to a range of points that may be **added or removed** from an **average**. The area showing this assignment will appear in **GREEN**.

Example: Johnny’s overall Nine Week Average is 68. The teacher and student develop a contract which states that if Johnny attends tutorials each day after class, he will pass the class. Johnny attends tutorials and the teacher determines that Johnny is worthy of receiving two additional points added to his average of 68.

The teacher will create an assignment under the type **Extra Credit (applied to average)**. On the roster screen, the teacher will key in the value “2”, which will provide 2 additional points added to Johnny’s overall average of 68, making Johnny’s new average 70. **Note: This feature does NOT allow you to deduct points only ADD points.**

Extra Credit (Grade Type Applied to Category)

This type of grade calculates in the same manner as the Extra Credit (applied to average), except that this function will only add additional points to a particular category and then average the new number. This function is only operable when the teacher is using **Percentage** weights. Although technically it will work using a straight average, in a straight average calculation, this function would work in the exact same manner as the applied to average function. The area showing this assignment will appear in **black**.



Grade Reporting

Semester Exam (grade type)

Must Have Administrator's Approval to use this Grade Type Parents and students **MUST** also be notified of the use of this grade type. The area showing this Grade Type will appear in **RED**.

The Semester Exam type of grade is used **only** at the end of a semester to indicate that a semester exam was given. **Please note, the Semester Exam Default will calculate as 20% of the semester grade.** The semester grade is derived from the average of two consecutive nine week periods. If a Semester Exam is given, the average of the two consecutive nine week periods will only calculate as 80% of the total Overall Semester grade. The other 20% will be provided based on the score entered as the **Semester Exam**. Example: Cycle 1 Average is 80, Cycle 2 Average is 70, Semester Exam grade is a 53. The students Semester Average will be 68. If the semester exam had been treated as a NORMAL grade type, the semester average would have been a 70.

Teachers who do not intend for 20% of the overall semester grade to come from one exam, should **NOT** use the Semester Exam grade type assignment. **If the intent of the grade is to average into only the current Nine Week Period, that would constitute as a Normal Grade Type.**

Roster Screen Views

The Grades roster screen has the ability to display multiple assignment columns.

1. The default setting is to display 6 columns of grades per screen. You may increase or decrease the number of columns visible at one time. To view another page of assignments, click on the Next Page of Assignments arrow.
2. To view ALL assignments, click in the All Assignments box. You will need to use the scroll bar at the bottom of the window to scroll to the right. The student name column will remain visible.

Student Name	ID	Lines Exam Aug-21	Determine the Area Aug-31	Finding the Area Quiz Sep-10	Area Exam Sep-11	Perimeter of a Square Sep-12
Hall, Dawson R	500018	0-0	92.67	98	90	
Iannello, Angelo J	500058	0-0	95.67	99	90	



Grade Reporting

Editing an Assignment

There are two methods to edit an assignment. Either method will take you first to the Assignment Maintenance screen.

Method 1

Click on the **Assignments** icon on the gradebook taskbar. Click the **Edit** button next to the assignment that needs to be edited. Make corrections and click **Update**.

Assigned	Due	Assignment	Category	
Aug-21	Aug-21	Lines Activity	Classwork/Homework	[Edit] [Grade]
Aug-21	Aug-21	Lines Exam	Assessments	[Edit] [Grade]

Method 2

From the gradebook roster screen, click on the assignment name.

Class: GEOM (1221/1) Pd 1				
Student	Att	Avg	Lines Activity Aug-21	Lines Exam Aug-21
		Due:	Aug-21	Aug-21
		Points Possible	100	100
Albanese, Angela E	0-0	88.00	98	78
Bauer, Richard Q	0-0	84.00	78	90
Biernesser, George A	0-0	83.00	67	99

Next, Click on **Edit** located next to the assignment name, make changes and click **Update**.

Grade by Assignment						
Assignment: Lines Activity			[Edit]			
Original Grade (1st Try)	Retake 1	Retake 2	Points Added	Override	Late	Do not drop
98					<input type="checkbox"/>	<input type="checkbox"/>

Deleting An Assignment

From the **Assignment Maintenance** page you also have the option to Delete the assignment using the Delete button. If you delete an assignment that has grades associated with it, the grades will be deleted as well.

Click **Update**.

Update	Cancel	Delete
Assignment Maintenance		



Entering Grades

Once you have created an assignment, you are ready to begin entering grades. Three methods for entering grades are: 1) Directly on the Roster screen, 2) by Assignment, or 3) by clicking on the student's Average.

Grade Entry on Roster Screen

From the Grades Roster screen, simply enter the student's grade for the appropriate assignment. Assignments are organized in the gradebook according to the assigned date provided in the Assignment Maintenance screen.

1. Click inside the open field to activate the cursor. Enter the grades
2. Press the Enter key on the keyboard to proceed to the next open field. The Tab key will also provide this functionality.
3. When all grades are entered for an assignment, press the **Update** button. If you are posting grades for multiple assignments, click the **Update** button periodically. This will ensure that the grades entered are saved. **Update MUST be pressed or grades will be lost!**
To make any change to a grade, simply enter the correct grade and click **Update**.

NOTE: A **RED** box appearing under any assignment means the student had an **Unexcused Absence** on the day assignment was assigned. A **BLUE** box reflects an **Excused Absence** and a **GREEN** box reflects a **Tardy** on the day the assignment was assigned.

Grades can be changed by the teacher anytime during a nine-week grading period. **After** grades have been exported to the Region 20 iTCSS student system at the end of the cycle, **official grade changes may occur only through the DATA Clerk**. Altering grades within Gradespeed after a grading cycle is complete will **NOT** update the Official Grade. **Official Grade changes MUST follow the procedures and requirements provided by the district (E29 and E29A or E 29B) and TEA Guidelines.**

Student	Att	Avg	Lines Activity Aug-21	Lines Exam Aug-21
	Due:		Aug-21	Aug-21
	Points Possible		100	100
Albanese, Angela E	0-0	88.00	98	78
Bauer, Richard Q	0-0	84.00	78	90
Biernesser, George A	0-0	83.00	67	99
Ciskowski, Mary L	0-0	77.50	66	89
Colose, Anthony L	0-0	82.50	78	87
Flanagan, James L	0-0	88.00		88



Grade Entry by Student

Enter Moves Down Option



A check in this box will cause the Enter or Tab key to move the cursor **down** to the next student after a grade has been entered.

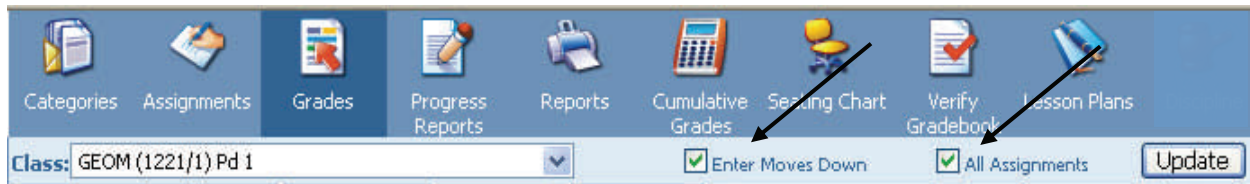
If the check is removed, the Enter or Tab key will move the cursor across to the next assignment for the selected student.

All Assignments Option



A check in this box will allow you to view all assignments. You will need to use the scroll bar to view an assignment once lots of assignments have been created.

To divide and view assignments in “pages” instead of scrolling to the right to view the last assignment entered, remove the check. A control will appear that allows you to scroll from page to page. You can also control the number of assignment columns that will be displayed on each page using the “Columns” drop-down list.



Grade and Information Entry by Student

To enter grades by student, click on the **student's average** on the left side of the main grade page. The “Grades by Student” page will appear. On this page you will be able to:

- Enter the original grade for an assignment.
- Enter up to two Retake grades for an assignment.
- Add Points to an assignment.
- Enter an override grade.
- Check Late for any late assignments.
- Check Do Not Drop an assignment.
- Enter additional documentation in the Notes section.
- Check the “Print Note” box to have the note printed next to the assignment grade on the student's teacher generated progress report.
- **Select the Special Education Modification Codes for a student.**
- Select another student using the drop-down list at the top of the page.



Grade and Information Entry by Student

Click on student's **average** to enter additional grade information by student.

Student	Att	Avg	Lines Activity Aug-21	Lines Exam Aug-21
	Due:		Aug-21	Aug-21
	Points Possible		100	100
Albanese, Angela E	0-0	88.00	98	78
Bauer, Richard Q	0-0	84.00	78	90

Enter the additional information as applied to the assignment grade. You can change students using the drop-down list at the top center of the page.

Class: GEOM (1221/1) Pd 1 Update Cancel Spell Check Student ID Grade

View: Grades Student: Albanese, Angela 629165094 10

Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop	Note	Print Note
Lines Activity	Classwork/Homework	Aug-21	Aug-21	100		98								
Lines Exam	Assessments	Aug-21	Aug-21	100		78	90					<input checked="" type="checkbox"/>		

Progress Report Comment:

Note: The **Original Grade** will not change when you enter a retake grade, add points or override the student's grade. This will enable you to track the student's progress and provides a complete record of all grades assigned.

In order for changes to take effect you must remember to click **Update**. When you update, the new average will be reflected in the Cycle Avg. box on the left side of the window.

For documenting **late** assignments, click in the **Late** box and a check mark will appear. If you do not want the system to drop a grade, click in the **Do Not Drop** box. You can also add a **note** to any assignment. If you want the note to **print** on the **Teacher** generated progress report, click in the **Print Note** box. The notes will **NOT** print on the official District progress reports.



Grade and Information Entry by Student

After entering the grade modifications,

- Click Update
- Click Return

This will take you back to the main gradebook page. You will now see the modifications applied in the form of codes surrounding the grade. To view the details for any code, simply place the pointer over any of the codes and a pop-window will appear.

Assignment Codes:

- A—Points added
- N—Notes attached
- X—Grade will not be dropped
- L—Assignment was late
- R—Retake
- R2—Second retake
- M—Special Education modifications

Lines Activity	Lines Exam
Aug-21	Aug-21
Aug-21	Aug-21
100	100
A 85 L	NX 84 R
78	90

Entering Grades by Assignment

To enter grades by Assignment, Click on the name of the Assignment. Enter the grades, and Special Ed Modifications, if applicable.

Grooming
Aug-28
Aug-29
100

Assignment: <div>Grooming</div> [Edit]												Category: Assignments 1 *	
Student	Rank	Score	Original Grade (1st Try)	Retake 1	Retake 2	Points Added	Override	Late	Do not drop	Note	Print Note	Modifications	
200358 Bierstine, Doris J.	2	68	<div>68</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
200060 Carbonneau, Harold G.	1	78	<div>78</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
200942 Carlisle, Neil M.	3	50	<div>50</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	

Displaying “What If” Grades for Students

This feature allows teachers to show students what their grade could be if they “re-took” an assignment or turned in a “Missing” assignment.

The “What If” allows the teacher to change the grade for the student, press the “Average” button and then it will calculate what the average would be with the new grade. When the teacher **cancels** the entry, the original grade will return.

From the **Grades by Student** page,

1. Highlight the grade that is to be manipulated.
2. Enter the “What if” grade.
3. Click on the **Cycle Average** button on the left side of page (**NOT** Update)
4. The False average will appear.
5. Click **Cancel** to revert to the original grade.

Calculated Grades	
Cycle Avg:	84.5
Sem. Avg:	85



Grade Entry

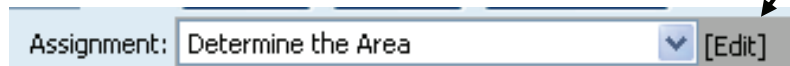
Auto-Fill Grades

Auto-Fill is a time saving feature for teachers. This feature allows the teacher to mark a grade for an entire class. For example, if an assignment was given in which all students received the same grade, the auto-fill feature will allow the teacher to enter the grade once and it will apply that grade to ALL students in the class at one time.

This is a great time saving feature. Use this feature **AFTER** an assignment has been created and no grades entered.

From the roster screen,

1. Click on the assignment name.
2. Click the Edit assignment button



Assignment: Determine the Area [Edit]



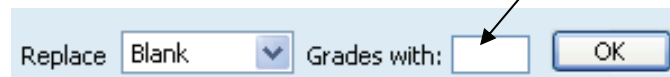
Determine the Area	Aug-31	
	Sep-3	
		100

3. From the Assignment Maintenance screen, click on the **Auto Fill** located on the bottom left side of the screen. (It is underlined.)



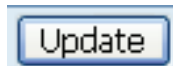
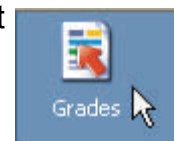
Auto-Fill

4. Type in the grade that the students are to receive in the space provided.



Replace Blank Grades with: [] OK

5. Click OK.
6. Click the Grades icon to return to the roster from the Assignment Maintenance screen.
7. Grades will appear on the roster. You can delete a grade for a student by double-clicking on grade, deleting the grade, and clicking Update.



Update



Grade Reporting Features

Identifying Missing Assignments

The letter “M” has been designated as the code in which to mark that a student has a missing assignment. Any assignment grade entered as “M” will calculate as a **ZERO** in the gradebook.

The “M” is entered as the grade. Teachers may mark this in the roster screen or in the Grades by Student screen.

1. From the roster screen, enter the letter “M” in the grade space for the student that did not turn in the assignment.
2. Press Update.
3. The “M” will be converted to “MSG”, indicating Missing and a “0” will automatically be used to calculate the average.

Identifying Incomplete Assignments

The letter “I” has been designated as the code in which to mark that a student has an incomplete assignment. Any assignment grade entered as “I” will NOT calculate against the student. It is ignored in the gradebook, but it indicates that the assignment is incomplete and a grade will be reported at the time of completion.

The “I” is entered as the grade. Teachers may mark this in the roster screen or in the Grades by Student screen.

1. From the roster screen, enter the letter “I” in the grade space for the student that did not complete the assignment.
2. Press Update
3. The “I” will be converted to “Inc”, indicating Incomplete and the Average will not be affected.

Identifying Excused Assignments

The letter “E” has been designated as the code in which to mark that a student has an excused assignment. Any assignment grade entered as “E” will NOT calculate against the student. It is ignored in the gradebook, but it indicates that the assignment is excused and should not be calculated.

The “E” is entered as the grade. Teachers may mark this in the roster screen or in the Grades by Student screen.

1. From the roster screen, enter the letter E in the grade space for the student that did not complete the assignment.
2. Press Update
3. The “E” will be converted to “Exc”, indicating Excused and the Average will not be affected.



Grade Reporting Features

Blank Fields in the Gradebook

Blanks in the gradebook are **ignored**. The gradebook treats non-entries as excused or ignored assignments and are **not** used when calculating an average. **Make sure you can justify why you are leaving this entry BLANK.**

If a student has 5 assignment grades, and the rest of the class has 8 assignment grades, the average for the student with 5 grades will be based on **ONLY** the 5 grades. The blank spaces are overlooked when averages are calculated.

ONLY the value of “0” or an “M” will calculate a zero.

Identifying Special Education Modifications

To enter the Special Education Modifications code for a codes for a student,

1. Click on the **Assignment** located on the Grades Screen
2. Double-Click in the Modification box for the appropriate student

Do not drop	Note	Print Note	Modifications
<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Grooming
Aug-29
Aug-29
100
68
78

3. The modifications window will appear.
4. Select the modifications for the student
5. Click **OK**

Grade modifications for: **Doris Bierstine (200358)**

OK Cancel

☐ A1. Peer to read materials

☐ A2. Tape recording of required readings (AT)

☐ A3. Highlighted materials for emphasis (AT)

☐ A4. Altered format of materials

☐ A5. Study aids/manipulatives

☐ A6. ESL materials



Student List Screen

From the Grades screen, click on **Student List** located on the left side. This screen allows you to view all the student data in the system. You are able to sort the data by student ID, Last name, First name, Grade level, and or Birth Date.

[Student List](#)

 Lock

To sort by field, simply click on the field name. The window will flash and the data will appear sorted by the selected field.

From this screen, you can also view a student's

- Profile
- Grades
- Schedule
- and Custom Fields

Class:

Students									
ID	Last	First	Grade	Birth Date				AUP	Field Trip Form
239658072	Flanagan	James	11	10/17/1989	[Profile]	[Grades]	[Schedule]	<input type="checkbox"/>	<input type="checkbox"/>
353822951	MacOmber	Amy	11	02/06/1989	[Profile]	[Grades]	[Schedule]	<input type="checkbox"/>	<input type="checkbox"/>

Accessing Student's Profile

Update		Cancel	Schedule	Attendance
Student Profile				
Last	Albanese	ID	629165094	
First	Angela	Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Parent Last	Cruse	Grade	10	
Parent First	Michael	Sort Key.		
Address	4125 CHERRY ST	<input type="checkbox"/> Print Progress Report in Spanish		
		<input type="checkbox"/> Print Report Report Cards in Spanish		
City	San Antonio			
State	TX			
Zip	12345			
Phone	1237637811			
Email				
Birthdate	Tuesday, February 27, 1990			



Student List Screen

Student information such as phone number and address can ONLY be changed by the Data Clerk at the campus. Teachers are ONLY able to update the email address and the Print Progress Report in Spanish Options. Teachers can email progress reports to parents if the parent email address is entered in the Student Profile screen.

The Print Progress Report in Spanish Option ONLY applies to reports printed by the teacher from the gradebook. This option does not apply to printing the Official Progress Reports or Report Cards in Spanish.

From the Profile screen you can also view and print the selected student's Schedule and Attendance.

[Schedule](#) [Attendance](#)

- To view the student's schedule, click Schedule.
- To print the schedule, click File and select Print.
- Close the window when done.

Flanagan, James

Teacher	Course	Period	Avg
160 Aligood Jonathan	1221 GEOM	1	88
380 Smith Vera	1809 ASC 3 (1)	2	
355 Quijano Eduardo	1903 TM SPORTS (1)	3	

- To view the student's attendance, click Attendance
- Close the window when done.
- To select another student, Click **Student List** on the left side of the window.
- To return to the student roster screen, click the Grades icon.

Profile

Student Name	FLANAGAN, JAMES (239658072)
Sex	F
Birthday (Age)	10/17/1989 (17)
Grade Level	11
Address	6121 COLLINS RD 147
PH	(123) 573-6408
City State	San Antonio, TX
Zip	12345

Attendance Totals Year-to-date

Code	Description	Total Count
------	-------------	-------------

Attendance details

Date	Teacher	Period	Code
------	---------	--------	------



Grade Reporting Features

Progress Report Comment Box

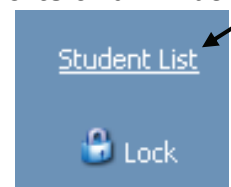
On the Grades by Student page, a **Progress Report Comment** section is provided. These are notes specifically for the student selected. Detailed comments can include identifying parent contacts or specific comments that the teacher wishes to record concerning the student.

Teachers may use this space to record Phone Calls to the parent, parent conference, notes about student performance or student meetings, etc.

These comments will **ONLY** print on **teacher generated progress reports** and will be visible to administrators. These will **NOT** print on Campus Progress Reports or Report Cards.

1. From the Grades screen, click on **Student's Average**. This will take you directly to the Student's Page.

2. You can also access the Student's page by clicking on **Student List** located on the bottom left side.



629165094	Albanese	Angela	10	02/27/1990	[Profile]	[Grades]	[Schedule]
-----------	----------	--------	----	------------	-----------	----------	------------

3. From the Student screen, click on **[grades]** for the student receiving the comments.
4. Enter the necessary comments. The space provided will expand as teachers type information into the box.
5. The **Update** button **Must** be pressed for the Comments to be recorded.
6. Select another student from the student drop-down list.

Class: GEOM (1221/1) Pd 1 Update Cancel Spell Check

View: Grades Student: Albanese, Angela

Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added
Lines Activity	Classwork/Homework	Aug-21	Aug-21	100	85	80			5
Lines Exam	Assessments	Aug-21	Aug-21	100	84	78	90		
Determine the Area	Classwork/Homework	Aug-31	Sep-3	100	90	90			

Progress Report Comment:



Progress Reports

As outlined in Administrative Procedure E20 on Student Grading,

- Reports of student's progress in Pre-Kindergarten and Kindergarten are not mandatory every three weeks. They may be utilized in the case that a student's performance is consistently unsatisfactory with Pre-K TEA Guidelines or Kindergarten TEKS.
- Reports of student's progress in grades 1-12 are to be issued every 3 weeks.
- **NOTE:** In accordance with state law, students who have failing grades or are in danger of failing in any subject area must receive a progress report.
- Teachers **DO NOT Verify their gradebook at the end of each Progress Report Period.** Instead, the Principal or designated administrator, will **VERIFY** the Progress Report Period until the data clerk generates, saves and prints progress reports. After the data clerk has printed the progress reports for a specific cycle, the principal or designated administrator, will Clear the Verified Progress Report cycle and teachers can resume entering grades.

Grading Scale

Grade PK (3– and 4– year olds) and Kindergarten

The following grading scale will be utilized by the Early Childhood and Kindergarten teachers:

S = Satisfactory

P = Progressing

R = Reinforcement Needed

If no mark has been given, the skill has not yet been evaluated.

Grades 1-12

The following grading scale will be utilized for recording students' grades in grades 1-12:

90-100 = A

80-89 = B

75-79 = C

70-74 = D

69 or below = Failing

Grades 1-5

The following grading scale will be utilized in **physical education/health** and **fine arts** in grades 1-5:

E = 95=Excellent

S = 85=Satisfactory

N = 75=Needs Improvement

U = 65=Unsatisfactory



Progress Reports

The **Data Clerk** will **PRINT** the **Official Campus Wide Progress Reports** for distribution to **ALL** students in grades 1-12.

For Teacher's who wish to print their own detailed progress reports for students, please proceed to the next page.

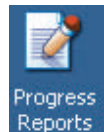
Teachers **must** complete the following items to prepare for the printing of the official progress reports:

1. Enter grades for all assignments **up to the progress report due date**. Teachers are encouraged to keep Gradebooks up-to-date, eliminating the need to enter large numbers of grades near or at deadline times. Parents with iData Portal accounts will also be able to view their child's current grades. District policy states that 1-2 grades per week must be entered in the gradebook per subject.
2. Enter District Comment codes from the Progress Reports window.
3. Enter Citizenship code for all students in all classes from the Progress Reports window.

Campus Progress Reports will print the **Overall Average, Comments and Citizenship ONLY**.

Please Note: Due Dates for Campus Progress Reports are posted on the GATS webpage at <http://itls.saisd.net/gats>

Marking Comments and Citizenship for Progress Reports



1. Click on the Progress Reports icon
2. From the Progress Reports screen, the user is able to mark up to 5 comments per student.
3. Located next to the Comments is the Citizenship box. If left blank, the default citizenship grade will be an "S". Teachers are strongly encouraged to enter a citizenship grade for the students.
4. The legend for Comments is located on the left.
5. The legend for the Citizenship is located at the bottom of the screen.
6. The Comments are Case Sensitive. Enter Capital Letters **ONLY**.
7. Click **Update** before switching to another class.
8. To mark comments for a different course, select the new class from the class drop down menu.

Comments					Citz
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Update

Class: FOOTBALL (1) (1931/1) Pd 4



Detailed Progress Reports Printed by Teachers

Teachers have the capability of printing detailed progress reports at any time to meet parent requests for reports, campus requests for reports, or weekly reports required by some IEPs.

1. Click on the Progress Reports icon
2. Select the Students that will have reports printed by clicking inside the box located next to each student's name.
3. Teachers can auto select a class or group of students from the drop down list called "Select Students".
4. Click on the Generate button. The student progress reports will appear in a different window.
5. To Print the reports, click File and select Print

Student	Avg.	Comments	Citz	Code	Description
<input checked="" type="checkbox"/> Albanese, Angela	629165094	86		A	AAAAAAAAA1AAAAAAAAA2A
<input checked="" type="checkbox"/> Bauer, Richard	401455	86			
<input type="checkbox"/> Biernesser, George	500151	85			
<input type="checkbox"/> Ciskowski, Mary	640077313	82			
<input checked="" type="checkbox"/> Colose, Anthony	400968	85			

Progress Report

High School

Wednesday, June 27, 2007

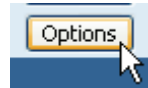
86

Assigned	Due	Grade	Note
Aug-21	Aug-21	84	
Sep-10	Sep-10		
Sep-11	Sep-11		
Sep-14	Sep-14		
Average		84	



Options for Teacher Printed Progress Reports

1. From the Progress Reports screen, click the Options button.
2. Select the options desired.
3. Notes can be added to these reports. The notes are **ONLY** printed on Teacher generated reports, not Campus-Wide Progress Reports.
4. To add notes to All Students, Click on the All Student button, type the message.
5. To add notes to passing students, click on the Passing Students button, type the message.
6. To add notes to failing student, click on the Failing Students button, type the message.
7. Click **Update** for changes to be made.
8. To print the progress reports, select students to print from the progress reports screen.
9. Click the **Generate** button to view the progress reports.
10. From the actual progress reports screen, click **File** and select **Print**.



The screenshot shows the 'Progress Report Options' dialog box from the website <http://training.gradespeed.net>. The dialog has a title bar with the URL and standard window controls. The main content is divided into two columns: 'Grades' and 'Elementary Print Options'. The 'Grades' column has three radio buttons: 'Assignment Detail' (selected), 'Category Summary', and 'Overall Average Only'. Below these is a 'Misc.' section with four checkboxes: 'Show Math', 'Print Attendance Totals', 'Print Averages as Alpha', and 'Print Signature Line'. The 'Elementary Print Options' column has a heading 'When a progress report is printed for a student also print...' followed by three radio buttons: 'All classes for each student selected' (selected), 'Failing classes for each student selected', and 'Print only what I have selected'. Below these is a checkbox 'Never print 2 students on the same page.'. At the bottom of the dialog is a text area for 'Notes to be printed at the bottom of progress reports of All students.' containing the text 'Please call me to schedule a parent conference at 567-1234. Thank you.'. Below the text area are three buttons: 'All Students', 'Passing Students', and 'Failing Students'. At the very bottom are two radio buttons for 'English' (selected) and 'Spanish', followed by 'Update', 'Cancel', and 'Spell Check' buttons. Numbered arrows point to various elements: '2' points to the 'Grades' and 'Elementary Print Options' sections; '3' points to the notes text area; '4, 5, 6' points to the 'All Students', 'Passing Students', and 'Failing Students' buttons; and '7' points to the 'Update' button.



End of Cycle

Teachers **MUST verify** their gradebook by the deadline at the **end of each nine-weeks grading cycle**. When teachers verify their Gradebooks, they certify that:



1. **All** students assigned to the course/section appear in the gradebook.
2. Grades for **all assignments** have been entered for all students in **all courses** within the gradebook.
3. Each student is receiving the grade they have earned in the class.
4. **Comments** have been provided for all students.
5. **Citizenship** has been marked for all students in all courses.
6. There are **NO additional changes** that need to be made to the gradebook.
7. Report cards may be printed based on the results that are reported in the Gradebook.
8. The Cycle and Semester grades have been **reviewed** on the **Cumulative Grades screen**.

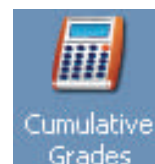
When you verify the gradebook you are “**locking**” the gradebook for the **completed cycle**. District and Campus Administrators are able to view the exact time each teacher verified grades for report cards. A campus administrator and/or designee will verify the Campus as well. This will allow PEIMS and Data Services to export the grades to the Region 20 iTCCS Student System.

Teachers will not be able to change grades for the previous cycle until the cycle has been unlocked. **Gradebooks are unlocked by PEIMS and Data Services after grades are exported to the Region 20 iTCCS Student system.**

After, grades have been exported to the Region 20 iTCCS Student system, grade changes may occur only through the Data Clerk. Altering grades within Gradespeed after a grading cycle is complete will NOT update the Official Grade. Official Grade changes MUST follow the procedures and requirements provided by the district and TEA Guidelines.

To make a grade change to a previous cycle:

1. Select the correct cycle within your gradebook
2. Enter the grades for the student
3. Update the screen
4. Complete the **E29A Request to Change of Grade Form** and give form to the data clerk with the **NEW AVERAGE**.
5. The data clerk will input the new average in the Region 20 ITCCS system
6. Check the **Cumulative Grades** screen to see if the student's average has changed. (Allow 2-3 days before checking)
7. If the average has not changed, contact the data clerk.





End of Cycle

Examining Course Roster

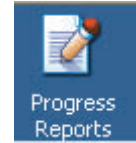
Any student who attends a class must be enrolled in the class. If a student attends a class, but the student's name does not appear in the gradebook for grade reporting, the **Data Clerk must be notified immediately**. The Data Clerk or Counselor will be responsible for enrolling the student in the proper course and section.

Rosters must be updated prior to the completion of the Teacher Verification process. If a student does not appear on a Roster prior to Teacher Verification, the report card will print blank without providing the student any grades.

Entering Report Card Comments and Citizenship

The Report Card Comments and Citizenship screen is the same as the Progress Report Comments screen. To enter or modify the comments and citizenship,

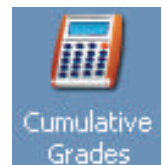
1. Click on Progress Report icon
2. Enter Comment CODES and Citizenship for students
3. Must use CAPITAL LETTERS
4. Each student can receive up to 5 comments



Students						
Student		Avg.	Comments			Citz
<input type="checkbox"/> Albanese, Angela	629165094	86				
<input type="checkbox"/> Bauer, Richard	401455	86				

Examining Cumulative Averages Screen

Prior to the completion of the “**Verify**” process and the completion of grades, teachers should examine the **Cumulative Grades** screen. The Cumulative Grades screen provides the teacher with an overview of each student's Nine-Weeks Average, the Semester Average, and if **APPROVED**, the Semester Exam grades. If not approved, then E1 and E2 columns MUST be BLANK. **The information reported through this feature is the information that will be reported on the Report Card for the student.**



Class: HR WKHABIT GR 4 (7004/4) Pd 1											
IPR Grades											
Student	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg
Bierstine, Doris	63								63		63.00
Carbonneau, Harol	76								76		76.00
Carlisle, Neil	80								80		80.00



End of Cycle

Cumulative Grades screen

Legend

- C1** = Cycle 1 (First Nine Weeks) Average
- C2** = Cycle 2 (2nd Nine Weeks) Average
- C3** = Cycle 3 (3rd Nine Weeks) Average
- C4** = Cycle 4 (4th Nine Weeks) Average
- E1** = Semester 1 Exam Grade (**ADMINISTRATOR APPROVAL NEEDED**)
- E2** = Semester 2 Exam Grade (**ADMINISTRATOR APPROVAL NEEDED**)
- S1** = Semester 1 Average
- S2** = Semester 2 Average
- OA** = Overall Average of Semester 1 and Semester 2

The Cycle grades appearing on this screen will be reported as the Nine-Weeks grade on the report card. The semester grades appearing on this screen will be the reported semester grade on the Report Card.

Semester Exam grades are 20% of the **Semester grade**. Therefore, these **DO NOT** average into the Nine-Weeks grade. Again, your campus administrator **MUST** approve giving semester exams and having them weigh 20% of a student's SEMESTER AVERAGE.

Although from the Roster screen, grades may appear correct. The Cumulative Grades screen is the actual reported grade. Therefore, verification that this information is correct **must** be done **prior** to completing the teacher **Verification** process. Just because a student's cycle average doesn't match does it mean there is a problem. You should make sure that the grade is valid.

Class: GEOM (1221/1) Pd 1											
IPR Grades											
Student	C1	C2	C3	C4	C5	C6	E1	E2	S1	S2	OA Avg
Albanese, Angela	86								86		86.00
Bauer, Richard	86								86		86.00
Biernesser, Georg	85								85		85.00
Ciskowski, Mary	82								82		82.00
Colose, Anthony	85								85		85.00
Flanagan, James	88								88		88.00
Geiger, Jason	79								79		79.00



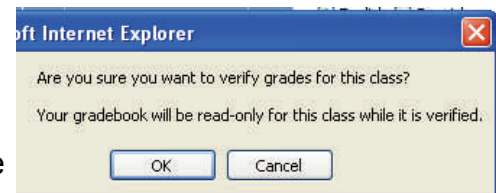
The Verify button located on the grade roster screen is used to report official grades for **EACH completed grading cycle**.



The Verify button reports ALL Grades, ALL Comments, and ALL Citizenship markings for ALL classes within a teacher's gradebook have been completed. You can verify one class at a time or the ENTIRE gradebook.

To verify the gradebook,

- From the Roster screen, Click on the **Verify** button
- The gradebook will ask you if you are ready to submit.
- Click **OK**.



When you click this button, the gradebook will become locked for the completed grading cycle. If you verify too early and need to access your gradebook to correct a grade or add more grades, you can UNVERIFY your own gradebook by clicking on **Unverify**. You will then be able to resume inputting the grades. When the grades have been entered or corrected, verify your gradebook again. **If, however, the campus administrator has verified the CAMPUS, you will not be able to unverify your gradebook. You will need to see your campus administrator at that time.**



At the end of every grading period,

- teachers **must** verify the gradebook.
- Campus administrators perform a campus verification. This lets PEIMS and Data Services know that the campus data is ready to be exported to Region 20 iTCCS Student system.
- PEIMS and Data Services will then export data to Region 20 iTCCS Student system. After all reports have been run, P&DS will unlock the previous gradebook cycle. Teachers cannot make changes to the completed cycle when the cycle is locked. A grade change can occur only after the previous cycle has been unlocked.

After grades have been exported to the Region 20 iTCCS Student system, grade changes occur ONLY through the Data Clerk. Altering grades within Gradespeed after a grading cycle is complete will NOT update the Official Grade. Official Grade changes MUST follow the procedures and requirements provided by the district and TEA Guidelines.

- Teachers **MUST** scroll to the next cycle to enter attendance and grades for the new cycle. This is done by clicking on the Cycle period drop-down menu and selecting the next cycle if the new cycle is not reflected.





Teacher Tools

Teacher and Administrative Reports

Teachers are able to print various reports. These reports are for teacher use. The reports that can be printed from the gradebook include:

Teacher Reports:

- Grade List
- Category Averages
- Conduct/Comments
- Assignments
- Missing Assignments
- Class Roster
- Grade List (Paper saver)
- Attendance Roster

Administrative Reports:

- Failure Report
- Honor Roll Report
- GradeSpeed Monitor
 - Allows you to view cycle averages for a student.



1

From the Grades Roster screen,

1. Click on the Reports icon.
2. Select the report that you wish to print by clicking on the name of the report.
3. Choose the options for that report located on the right.
4. Click Generate to view the report.
5. To print, choose the File Menu.
 - Select print.

The screenshot shows the 'Teacher Reports' interface. At the top, there is a 'Class' dropdown menu set to 'GEOM (1221/1) Pd 1' and a 'Generate' button. Below this, the interface is divided into two main sections: 'Teacher Reports' and 'Administrative Reports'. The 'Teacher Reports' section lists: Grade List, Category Averages, Conduct / Comments, Assignments, Missing Assignments, Class Roster, Grade List (Paper Saver), and Attendance Roster. The 'Administrative Reports' section lists: Failure Report, Honor Roll Report, and GradeSpeed Monitor. To the right of these lists is the 'Report Options' panel. It includes a 'Sorting' dropdown set to 'Name Order', a 'Print Student Name/ID' section with radio buttons for 'Name Only' (selected), 'ID Only', and 'Name and ID', a 'Print All Classes' section with radio buttons for 'Yes' and 'No' (selected), and a 'Grade List Options' section with checkboxes for 'Print assignment name in column headers' (selected), 'Print assignment names at the end of the report' (selected), 'Print GradeLevel' (unchecked), and 'Order by Grade Level' (unchecked). Numbered callouts are present: '2' points to the 'Grade List' report in the Teacher Reports list; '3' points to the 'Print Student Name/ID' options; and '4' points to the 'Generate' button.



Seating Chart

The seating chart is designed to provide teachers with the ability to place students within a classroom. The seating chart DOES NOT allow for extra students to be added or empty desks to be added to it. The seating chart is a representation of the students enrolled in the class.

The students appearing in the seating chart can be moved on the screen to emulate the seating assignments in the classroom.



- From the Grade Roster screen, click on the Seating Chart icon.
- From the Seating Chart screen, select the configuration desired.
 - Shape
 - Sort
 - Grid Style
 - Columns
 - Rows
- Press **Update** to keep the desired layout.
- To print, click on **File**.
- Select **Print**.

The screenshot shows the Seating Chart interface with the following controls:

- View:** Seating Chart (dropdown)
- Period:** 1 (dropdown)
- Time Code:** A (dropdown)
- Update** (button)
- Align Students** (button)
- Sort:** Select Sort (dropdown)
- Shapes:** Select Shape (dropdown)
- Grid Style:** Left to Right, Top to Bottom (dropdown)
- Columns:** 6 (dropdown)
- Rows:** 10 (dropdown)
- Advanced Mode** (checkbox)

Taking attendance using the seating Chart

You can take and Submit attendance using the seating chart by changing the View from Seating Chart to Attendance.

The first screenshot shows the **View** dropdown menu set to **Attendance**, with an arrow pointing to the dropdown arrow. The second screenshot shows the **Submit** button and the **All Present** checkbox, with an arrow pointing to the **Submit** button.



Attendance

Teacher Attendance Procedures Within the Gradebook - Regular Attendance Posting

Attendance will be taken within the gradebook program. The attendance taken in the gradebook will be sent directly to Region 20 as the official record.

- Post attendance to GradeSpeed at the designated time.
- Elementary, PreK-6 Academy and Secondary campuses will take **Official ADA Attendance** at **10:00am** and **post to the second period class**.
- Teachers cannot post changes to attendance once attendance is submitted via GradeSpeed. Changes are entered by the attendance clerk.
- Teachers are to key in students full name and the notation “in class” in the Notes to Attendance Clerks section of the Attendance Roster for any students physically present, **whose names do not appear on the attendance roster**.
- **MANDATORY—All teachers will sign the weekly verification report for period 2 and return it to the attendance clerk within 24 hours of receipt. The report should be printed and distributed to teachers every Monday.**

Unable to Post Attendance

- Contact the Attendance Clerk immediately.
- Send a student to the attendance office to obtain a printed class roster.
- The attendance clerk will give the student a printed roster.
- Teachers are to complete the printed attendance roster immediately after receiving the document from the attendance office.
- Completed attendance rosters should be returned to the office no later than 30 minutes after receiving the roster.

For additional information about attendance accounting, contact PEIMS and Data Services or visit their website at <http://www.saisd.net/dept/pds/>

Campus-wide Connectivity or Electricity Failure

In case of network failure, the clerks will run weekly Attendance Rosters and save the files to their computers. These rosters can be printed, if needed, for manual attendance taking by teachers. In the unlikely event of a complete power failure, PEIMS and Data Services can print the rosters and deliver them to the school.



Marking Attendance

1. From the Gradebook Roster screen, click on the **Attendance** icon.
2. All students are marked as **present (P)**. Teachers **ONLY** need to select the students who are absent by clicking on the buttons located beneath the "A".
 - Code **A** represents an **unexcused absence**. Campus Data Clerks will make corrections to the attendance should any absences be excused.
 - Code **T** represents a **Tardy** to class but present for official attendance accounting.
 - Code **L** represents **Left early**—student was present for official attendance but left before the end of the school day. **This code is used ONLY by elementary teachers and posted to period 3. A Left Early is counted on a progress report or report card as a Tardy.**

If the student is not in the classroom at the official marking time, they are to be marked absent. However, this does not include students who are under teacher control, such as assembly, restroom, hallway, etc. Campus Administrative decisions may supersede.

3. In the Notes to Attendance Clerk section, type the full name of students physically present in class, but **not** on the attendance roster.
4. Click the **Submit** Button.
5. Click the **Yes** Button. If the Yes button is **not** pressed after the Submit button, attendance will **NOT** be reported.

Any **changes** made to a student's attendance, such as a change due to a doctor's note which excuses the absence, **must be made by the Attendance Clerk**. Teachers are not able to make changes to attendance once they submit.

Reminder:

ATTENDANCE MUST BE SUBMITTED AS CLOSE TO 10:00 A.M. AS POSSIBLE.



Attendance

Marking Tardies and Left Early

A procedure emphasizing the importance of punctuality and the guidelines for consequences has been developed. (Procedure F48)

Information and Definition

- A “tardy” is defined as a student not being in an assigned area when the class bell rings and the teacher is unaware of the student’s whereabouts.
- Students entering their assigned areas after the class bell rings are tardy.
- At the secondary level, if a student is detained by a staff member, the student must obtain a note from the detaining staff member to excuse the tardy.
- Multiple tardies by an individual student do not equal an absence.

Implementation

- All secondary campuses will have a bell signal to start class.
- All secondary campuses may provide a “warning” bell. The “warning” bell will ring prior to the class starting bell.
- All campuses will track tardies using the district's electronic gradebook and attendance tracking system.
- Tardies will only be posted to GATS by the classroom teacher only. **Tardies are not part of official attendance accounting; therefore, campus data clerks and attendance clerks will NOT post updates in regards to hand-written tardies posted to classroom rosters.**
- When a teacher is absent, the substitute will follow campus procedures for identifying those students who are absent or tardy.

Tardy Posting

- Tardies will be posted to GATS by the classroom teacher.
- Elementary, and secondary campuses as well as PK-8 academies will **post tardies to second period**. Since official attendance and tardies are submitted at 10:00 (second period), Secondary schools will post official attendance at 10:00 a.m. to the second period class, therefore; a student may be tardy to class but present for official funding purposes OR absent.

Tardy and Left Early Posting Codes

The classroom teacher will use the following codes to the GradeSpeed electronic gradebook system:

T—Tardy (tardy to class but present at official attendance accounting time)

L—Left early (Elementary use only—Must post to **3rd Period ONLY**)

Elementary teachers will **post early releases to third period AFTER 2:00**. (Preferably at the end of the day) Secondary teachers DO NOT use this code.

Left early will be calculated as a Tardy.



Attendance Reports

Attendance this cycle

Teachers can view any changes made to their attendance by running an **Attendance this cycle** Report. You will be able to view and print a one page document showing attendance for all your students in any class.



1. From the Attendance screen, click on Attendance this cycle
2. To print, click File and select Print
3. Any changes made to attendance by the Attendance Clerk will be visible on this report. The box where the "A" is shown below will appear in green with additional markings if a change was made to attendance by the Attendance Clerk.

Student	ID	N	Week 1 Aug 27-Aug 31					Week 2 Sep 03-Sep 07					Week 3 Sep 10-Sep 14					M	Totals			
			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		Exc Abs	Uex Abs	Tot Abs	Tdy
		8455																				
		5088			A	A	A											3		3		
		1005																				
		2930		/A														1		1		
		7267	E																			
		3569																				
		7766			T																1	
		7272																				
		9832	E																			
		3487																				
		2117																				
		7801																			1	
		5917			T																	
		3726																				
		1285																				

Attendance Codes

A Absent - Unexcused

G Excused Absence - Note from Parent or Guardian

S Suspension

D Excused Absence - Doctor, Court or Other Agency

L Left Class Early

T Tardy

E Enrolled

NS Not Enrolled



Attendance

Viewing Attendance Totals

Teachers are able to view attendance totals for a period of time within their classroom. The Attendance Totals will indicate how many unexcused or excused absences a student has in a class.

1. From the Attendance screen, click on Attendance Totals
2. Choose the From Date.
3. Choose the To Date.
4. Select the Period.
5. Click Show Report.
6. The report will display.



From: 08/27/2007 ...

To: 08/31/2007 ...

Period: 02

Student: All Students

Teacher: All Teachers

Show Report

From: 8/27/2007 ...

To: 8/31/2007 ...

Period: 02

ID	Student	A	E	T
625088	Anda, Juan S.	3		
632930	Hernandez, Andrew R.	1		
617267	Jurado, Marcelo		1	
617766	Lopez, Robert A.			1
629832	Montero, Esmeralda O.	1		
625917	Sanchez, Karla S.			1
	Code	A	E	T
	Totals	4	2	2

Attendance Codes:

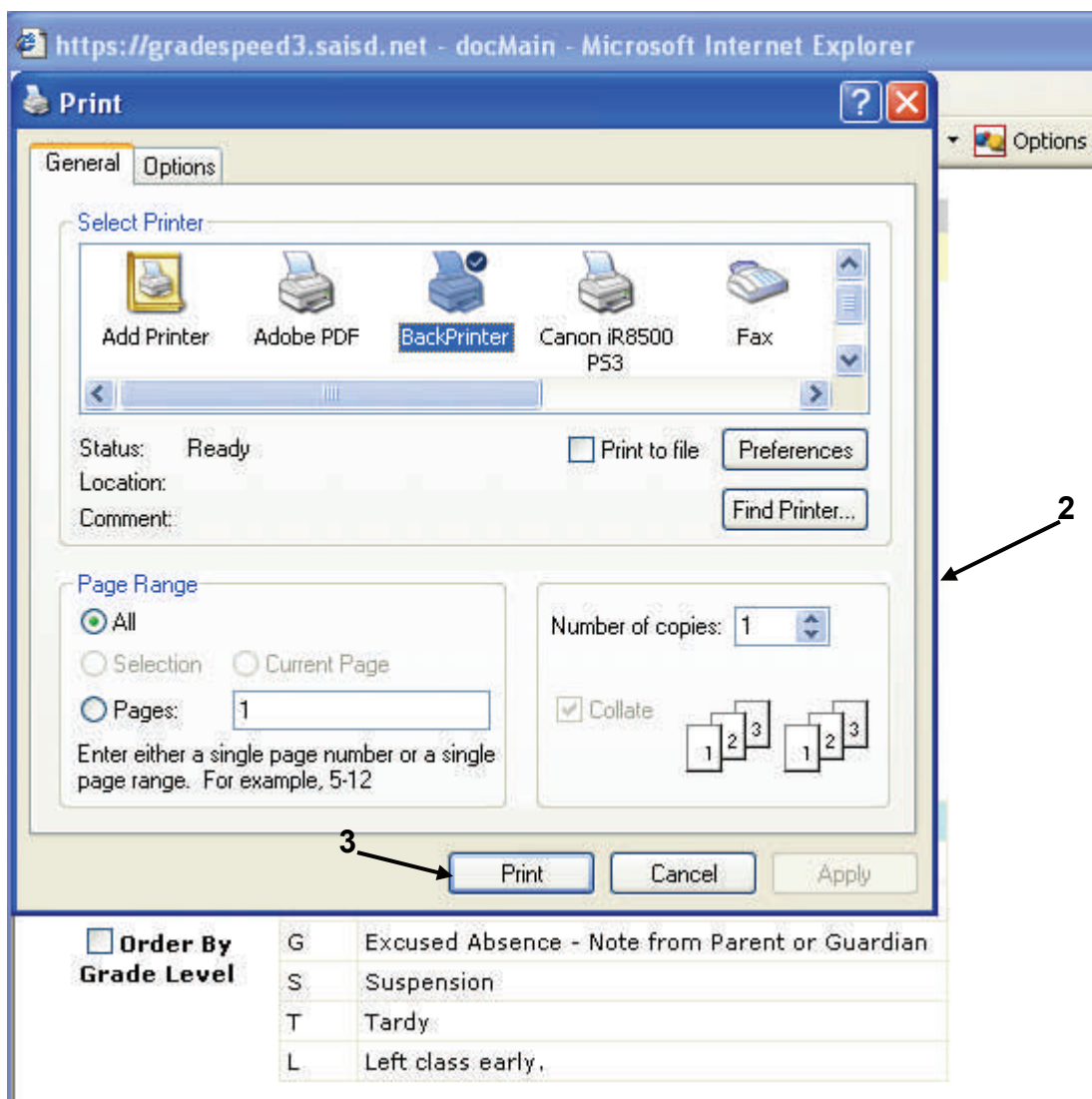
Code	Description
A	Absent - Unexcused
D	Excused Absence - Doctor, Court or Other Agency
G	Excused Absence - Note from Parent or Guardian
S	Suspension
T	Tardy
L	Left Class Early
E	Enrolled
NS	Not Enrolled



Attendance

Printing an Attendance Roster

1. From the Attendance screen, click on the Class Roster.
2. A new window will open and it will prompt the user to print.
3. Click Print





Appendix

Username and Passwords

Username and Passwords will be used to provide teachers and administrators with secure access to the Gradebook program. Teachers, Administrators, Counselors, and CIC/CIT will use their assigned **full email address** as their official **username**, and the default password will be the **two digit birth month and two digit birth date**.

Username: ssmith@saisd.net

Password: BirthMonth and Birthdate

All faculty members will need to change their passwords immediately to ensure that others are not able to gain access to their gradebooks. After logging in for the first time, **all users will be automatically required to reset the password every 90 days**.

The password must:

- Be **at least** 6 characters in length
- Contain **at least** one capital letter
- Contain **at least** one lower case letter
- Contain **at least** one number

Password example: Daisy9

If unable to login, look at the login screen to identify the problem. For example, if the password is incorrect, the login screen will display “Invalid Password”. Beneath that statement is “Click [here](#) for help”.

This will take the user to a page that indicates how to solve the problem. To retrieve the password, press the Click [here](#) in the center of the page and the password will be emailed to the user.





Elementary Specialty Courses Grade Conversion

For elementary specialty courses, grade reporting is to be completed through the use of the E, S, N, and U specifications as outline in the Student Grading Procedure E20. Gradespeed requires that teachers enter numeric grades. Therefore, **elementary Music, PE, and Health** will need to enter numeric grades within the gradebook and those numeric grades will be converted to the Alpha scale of E, S, N, and U on Progress Reports and Report Cards.

Please be aware that GradeSpeed uses the following grade conversion for Alpha Grades. Elementary Music, PE and Health teachers are **encouraged** to use this mid-range scale when assigning grades to students. This is also the conversion table the district uses for students transferring Alpha grades from other districts.

E = 95

S = 85

N = 75

U = 65

If Elementary Music, PE and Health teachers choose to enter a grade from the numeric range shown below, where

E = 100-90

S = 89-80

N = 79-70

U = 69 and below

then teachers will need to pay close attention to the student's semester averages and be able to explain the discrepancies, if questioned.

At a glance, the average may appear to be incorrect if comparing student's nine-week averages. The teacher would have to look at the actual numeric average to see why one student received an E and another an S for the semester alpha grade. Again, this will occur when teachers do not use the mid-point range when assigning grades.

Example

	Cycle 1	Cycle 2	Semester Average	Cycle 1	Cycle 2	Semester Average
Student 1	E (99)	S (89)	E (94)	S (82)	E (90)	S (86)
Student 2	S (83)	E (92)	S (88)	E (95)	S(85)	E (90)



Student Transfers

Student Transfers

When a student is transferred from one teacher to another, the student's **average** will appear in the new teacher's gradebook as "**Average from previous teacher: Use as 'walk-in' Average.**" If you click on **Use as "Walk-in" average**, the average will appear in **each** assignment prior to the student's entry. If this is NOT selected, the boxes will remain blank and will NOT calculate as a zero for missing grades. The actual grades for each assignment will also remain in the previous teacher's gradebook. **Please follow existing campus procedures for schedule changes and updating of grades.**

To view the average from previous teacher,

Click on the **student's** average from the gradebook screen. If this is done before a grade is entered, then a dash will appear in the average box.

Escamilla, Alberto		88	70	60
Estrada, David Z		—		

Click on **Use as "walk-in" average** if you intend to fill in missing grades with the transferred average.

Previous teacher: CYNTHIA GRAUKE (105)			Date added: May-8			Average from previous teacher: 43.57 Use as "walk-in" average			
Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added

If no transfer average appears, check with the data clerk to obtain the student's Out of District Transfer Average.

The grades that will also transfer from Teacher to Teacher are End of Cycle Grades. For example, the reported grade for the First Nine Weeks will transfer and/or Semester Grades will transfer.



Special Education-Grading Scenarios

There are 3 possible scenarios for assigning grades to Special Education students:

1. **General Ed teacher gives 100% of the grade.**

The student is in a regular classroom where the General Ed teacher gives 100% of the grade. The teacher **Must** record student accommodations/modifications as identified in the student's ARD/IEP document.

2. **Special Education teacher gives 100% of the grade.**

The student is assigned to a Special Education teacher. This teacher is the teacher of record for one or more sections. The teacher will give 100% of the grade for each assigned section. The Special Education teacher **Must** record student accommodations/modifications as identified in the student's ARD/IEP document.

3. **General Ed teacher is the teacher of record but student is assigned to a Special Education teacher who provides support and/or special services as outlined in the student's ARD/IEP. (Math Services, LA Services, Reading Services)**

In this case, the student is assigned to BOTH the General Ed teacher and the Special Education teacher. Both teachers will be able to use the gradebook to post grades. However, the grades maintained by the Special Education teacher will NOT print on the official progress reports or report cards. Special Education teacher will also not be able to post attendance.

Joint grades will continue to be assigned by the teacher of record in collaboration with the assigned special education teacher. Joint grades cannot be calculated from GradeSpeed or iTCCS. Therefore, the two teachers must come to agreement on grade and/or (points) earned by a student.

Example:

In a regular Math class, with the General Ed teacher, the student has a 75 average. In the Math Services class with the Special Ed Itinerant teacher the student has an 85 average. Before official progress reports and/or report cards are due both teachers must collaborate and agree on a grade. If both teachers agree that the student has earned an average grade of 80, then the **teacher of record will create an EXTRA Credit Assignment and Apply the points (+5) to the student's average.**

Assignment: ☐ Assignment ☐ Rubric ☐ Rubric

Assignment: Math Services

Spanish Name:

Assigned: 6/29/2007 Due:

Points Possible: 100

Multiplier: 1

Type: Normal Grade

Category:

Reporting Category:

Extra Credit (Applied to Average)

Extra Credit (Applied to Category)

Semester Exam



GATS Access for Permanent Substitutes, Vacancies, or Long term Teacher Absences due to FMLA

Teachers who are going to be out on leave will lose access to their gradebooks. A procedure (E30, E30A) Granting Gradebook Access For Leave of Absences has been established by the District. The purpose of this procedure is to provide an uninterrupted transfer of Gradebook rights and privileges at the campus and to maintain the integrity of the student data.

Granting Access

The **campus principal/designee** is the **only** person who is authorized to grant gradebook access to a substitute or a campus professional when a teacher is absent due to FMLA or LOA.

Implementation

The campus administrator has two options for gradebook access and attendance marking for long term absences. The principal can:

- A. Provide the Substitute with daily printed rosters to mark attendance. The campus data/attendance clerk will then update attendance via the Region 20 system. The campus can then assign the gradebook access to a campus CIC or Administrator to mark and enter grades provided from the substitute.
- B. Provide access to the teachers gradebook to a substitute. This access will allow the substitute the ability to login to the Teacher of Records Gradebook to mark attendance and grades.

The following steps will allow the campus principal/designee to grant a substitute or campus professional gradebook access.

1. At the time a teacher requests a leave of absence or a family medical leave provide the teacher with a copy of the Gradebook Reassignment document [FORM E30-A].
2. The **teacher of record MUST complete the Gradebook Reassignment document [FORM E30-A] prior to the first day of the LOA or FMLA.**
3. The campus principal/designee shall maintain the completed Gradebook Reassignment document [FORM E30-A] until the teacher returns from the LOA or FMLA and verifies all student data.
4. Prior to the LOA or FMLA, the teacher of record is responsible for printing a current copy of the classroom gradebook. The current gradebook must contain all grades and attendance information posted to the first day of the LOA or FMLA. This printed copy must be verified and signed by the teacher of record. The teacher then submits this copy to the campus principal/designee. The principal/designee shall maintain this document until final student grades for the grading period/cycle or end-of-year are verified and posted.

5. The campus principal/designee will clear the teacher of record password upon the first day of the teacher's absence related to FMLA or LOA.
6. The campus contact person is responsible for training the substitute on the proper use of the electronic gradebook system.
7. The campus principal/designee shall provide the username to the selected substitute or other campus professional that has been designated to maintain grades and attendance in the electronic gradebook.
8. The campus principal/designee is responsible for clearing the substitute password upon the return of the classroom teacher.
9. On the last day of duty by the substitute or other campus professional, the campus principal/designee shall obtain a signed, dated and printed copy of the gradebook entries posted. This copy shall be reviewed and signed by the returning teacher.

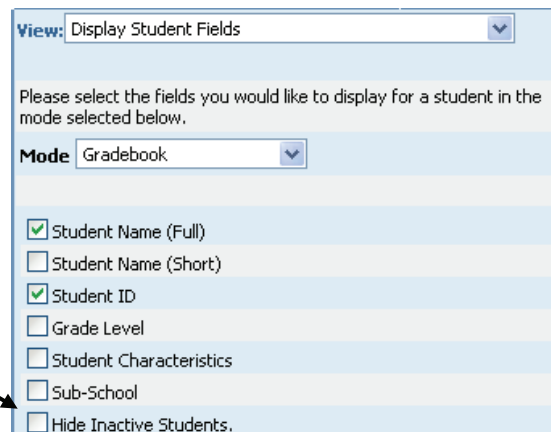
In the event that a campus principal/designee is unable to contact a teacher to obtain permission to complete this process, proper documentation of circumstances shall be maintained utilizing the **Gradebook Reassignment [FORM E30-A]**.

Hide Inactive Students

You can hide the inactive students from the Teacher Properties screen.

1. Click on **your name** on left side of the gradebook screen
2. Change the **View** from **User Profile** to **Display Student Fields**
3. Check the box **Hide Inactive Students**
4. **Update**

This only hides the students in your gradebook. It does NOT delete the students and/or the student's data.



View: Display Student Fields

Please select the fields you would like to display for a student in the mode selected below.

Mode: Gradebook

- ☒ Student Name (Full)
- ☐ Student Name (Short)
- ☒ Student ID
- ☐ Grade Level
- ☐ Student Characteristics
- ☐ Sub-School
- ☐ Hide Inactive Students.



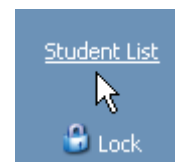
Creating Class Rosters for Emergency Situations

Teachers are required to maintain a detailed class roster of students that includes Parent Contacts, Emergency Phone Numbers, and Addresses for each student in the event of an emergency and/or a drill.

To access all the information necessary to fulfill emergency procedures, teachers should print out rosters and data listed above for ALL classes from Gradespeed (GATS).

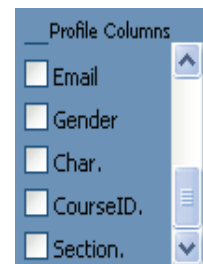
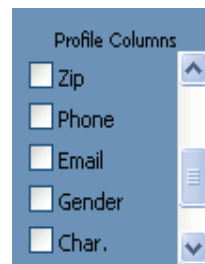
To Generate the emergency roster in GATS:

1. Log in to GATS
2. From the Grades screen, click on **Student List**
3. Select the required data fields under **Profile Columns**

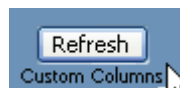


Check Parent Last

Parent First
Address
Phone
Gender

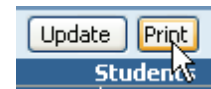


4. Click Refresh button



The data will appear on the screen

5. To Print the data for the emergency roster, click **Print**



A PDF file will open—Click File and select Print

6. Keep your Emergency Roster handy.
Any address or phone number changes made by the clerk in iTCCS will be reflected in the Student List. You might consider reprinting a new Emergency Roster at the beginning of each new cycle to keep your printed roster current.

